

**NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
WASTEWATER MANAGEMENT PLAN APPLICATION
COMPLETENESS CHECKLIST**

These are the submission requirements for a complete application for a new Wastewater Management Plan or an Amendment or Revision to an approved Wastewater Management Plan. Please read each section and check each area after you have fully completed or compiled the information for each applicable requirement.

This application is a request for:

Check one of the following:

- ☐ New Wastewater Management Plan

- ☐ Completely Updated Wastewater Management Plan

- ☐ Amendment to Approved Wastewater Management Plan

- ☐ Revision to Approved Wastewater Management Plan

- ☐ 1. Submitted application concurrently to or as directed by Designated Planning Agency (DPA) procedures, if applicable.

☐ No DPA exists for the project area.

- ☐ 2. Completed Water Quality Management Plan Amendment and Revision Pre-Application form. A Pre-Application Meeting was held on _____ or was
☐ Not Requested.

- ☐ 3. Evidence of notification or consultation with affected governmental agencies as required under N.J.A.C. 7:15-5.22. _____ Number of agencies notified

- ☐ 4. Certification by the Wastewater Management Planning Agency. (Only required for new WMPs)

- ☐ 5. Complete Wastewater Management Plan (New) or Items with Proposed Changes in Approved Wastewater Management Plan (Proposed Amendment or Revision).
 - ☐ Title Page
 - ☐ Table of Contents
 - ☐ Summary Table and Descriptive Summary of the wastewater management plan
 - ☐ Discussion of existing/future wastewater facilities, including facilities tables.

List page number(s) _____ and titles of
tables to be changed by proposed WMP amendments or revisions.

- ☐ Summary of results and strategies to address the findings of the environmental assessments/analyses. Check all that are applicable.
 - ☐ Point Source Pollutant Loading Analysis
 - ☐ Nonpoint Source Pollutant Loading Analysis
 - ☐ Consumptive Water Use Analysis
 - ☐ Ground Water Quality Analysis
 - ☐ Riparian Corridor Analysis
 - ☐ Endangered/Threatened Species Analysis
 - ☐ Alternative Land Use Analysis
 - ☐ Environmental Build-Out Analysis
 - ☐ Other
- ☐ Discussion of Justification of Service Area Delineations
- ☐ Maps
 - ☐ Wastewater Management Planning Area
 - ☐ Existing Wastewater Facilities and Wastewater Service Areas
 - ☐ Proposed Wastewater Facilities and Wastewater Service Areas
 - ☐ Zoning/Master Plan
- ☐ 6. Attachments – Environmental Analyses/Assessments
- ☐ 7. The required numbers of copies of each item are attached. ____ Actual Number of Wastewater Management Plans submitted

Applications shall be submitted to:
 New Jersey Department of Environmental Protection
 Watershed Management
 PO Box 418
 401 East State Street
 Trenton, New Jersey 08625-0439
 Attn: Evaluation and Management Bureau

**NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
INSTRUCTIONS FOR COMPLETING THE WASTEWATER MANAGEMENT
PLAN APPLICATION COMPLETENESS CHECKLIST AND GUIDE TO
FORMAT AND CONTENT SUMMARY**

Requests for Water Quality Management plan amendments must be in writing. The above Wastewater Management Plan Application Completeness checklist must be completed along with a Wastewater Management Plan (WMP) document and all supporting documentation associated with the checklist. The WMP document should be submitted in a three ring binder format. The text of a wastewater management plan must be submitted in a hard paper copy however, the Department requests that the WMP document be submitted in an electronic format that is compatible with the Department's software capabilities on 3 ½ inch diskettes or compact disk as well. Submission of an electronic version or diskette is not a requirement. The Department prefers Microsoft Word 6.0 or above; however, other word processing software that can also be read or used by Microsoft Word 6.0 is acceptable. MacIntosh formats should not be used. The Department will identify the quantity of hard copies to be submitted and the software and format for the electronic submittal at the optional pre-application meeting or over the telephone.

It should be noted that the WMP requirements specified in this document are in summary form, and are based on the requirements of the Statewide Water Quality Management Planning rules (N.J.A.C. 7:15). In cases of conflict or contradiction, the Statewide Water Quality Management Planning rules take precedence.

Superfluous information should not be included in the WMP. It will be required that such material be deleted, resulting in delay of WMP approval.

The Department or the Designated Water Quality Management Planning Agency (DPA) may request additional information, analyses or assessments at any time during the Wastewater Management Plan review process.

1. If the project or activity proposal or any applicable study areas fall within the jurisdiction of a DPA that processes Water Quality Management plan amendments pursuant to approved Plan Amendment Procedures, contact the appropriate agency to determine if they have any additional submission requirements (see the Water Quality Management Plan Amendment & Revision Pre-Application Form for a list of such agencies and contact information). Submit this application for a Wastewater Management Plan concurrently to the Department and the DPA or as directed by the applicable DPA procedures. The Department is not responsible for transmitting Wastewater Management Plan amendment requests to the DPA's. If no DPA exists or has any jurisdiction over the amendment or applicable study areas, check the second box that states "No DPA exists for the project area".
2. Attach a completed copy of the Water Quality Management Plan Amendment and Revision Pre-Application form. Directions for completing this form are contained within the Pre-Application form package (copy provided on our website at www.state.nj.us/dep/watershedmgt/DOCS/wqmpapp_8_14.pdf). Insert the date that a Pre-Application meeting was held or check the box if no Pre-Application meeting was requested.
3. Under N.J.A.C. 7:15-5.22, it is mandated that during preparation of a WMP every wastewater management planning agency shall, notify, seek comments from, and offer to confer with all governmental units that have regulatory or planning jurisdiction over wastewater or land use in the WMP area. Proof of such notification is required. All applicants should keep a record of notification and any comments received and provide this information to the Department as part of this application. The Department does not expect, nor does it want resolutions of support or statements of consent at this point in the process, merely proof that notification and consultation has occurred. The Department will discuss who the affected governmental agencies are with the applicant at the pre-application meeting, if desired, and will provide a list of these agencies to the

applicant as part of the follow-up letter outlining requirements after the meeting. The applicant should identify on the completeness checklist, how many entities they contacted to meet this requirement.

4. Under N.J.A.C. 7:15-5.3(c), wastewater management plans shall be prepared, submitted, and periodically updated only by the wastewater management planning agencies for the corresponding wastewater management plan areas. For a list of wastewater management planning agencies and contact information see the Water Quality Management Plan Amendment & Revision Pre-Application Form. The enclosed form entitled "Wastewater Management Plan Certification" must be completed and signed by an authorized agent of the Wastewater Management Planning agency to ensure that any Wastewater Management Plan submittals being made are on behalf of the wastewater management planning agency.

Additionally, pursuant to N.J.A.C. 7:15-5.1(d), if a project-specific WQM plan amendment of a certain size is adopted without a wastewater management plan, the wastewater management planning agency is required to provide a binding commitment to the Department to prepare and submit for review a wastewater management plan for their entire wastewater management planning area that meets the requirements of N.J.A.C. 7:15 within 6 months to 18 months, depending on the size of the wastewater management planning area. If this is applicable to the wastewater management plan proposal please contact the Department for a model binding commitment and additional guidance.

5. A complete new Wastewater Management Plan document includes all of the information on the following pages at a scale appropriate for the size of the wastewater management planning or study areas. Amendments or revisions to approved wastewater management plans should indicate which sections of the approved WMP the proposed amendment or revision will change.

6. Submit a complete copy of all required environmental analyses and assessments performed or in support of the proposed wastewater management plan as determined at the Pre-Application meeting. This information should be submitted as a separate document and not as a part of the wastewater management plan. Only the summary of results and strategies to address the findings of the environmental assessments/analyses should appear in the wastewater management plan text.

7. The quantity of hard copies to be submitted and the software and format for the possible electronic submittal discussed at the optional pre-application meeting or over the telephone should be attached. Indicate on the line provided the actual number of Wastewater Management Plan documents that are being provided.

Once the Department has completed its review of the above application, a written decision will be issued to either disapprove the request and return it to the Applicant, return the request for additional information or other necessary changes, or decide to proceed further with the amendment.

WQMP Amendments

1. If the Department decides to proceed with the amendment, a written notice will be issued that includes a copy of a public notice for the proposed amendment to be published by the applicant in a specified newspaper. The Department will arrange for publication of this same notice in the New Jersey Register. In its letter, the Department will also provide a list of parties that must be asked to consent to the amendment. Statements of consent must be in the form of a formal resolution. The Department will provide the applicant with a model statement of consent. Additional requirements may also be supplied to correspond with specific DPA amendment procedure requirements.

2. Within 15 days of receiving the Department's notice, the applicant must send by certified mail

(return receipt requested) a copy of the proposed amendment to the parties identified by the Department, with a request that they consent to the proposed amendment within 60 days.

3. All statements of consent and comments received by the applicant must be promptly forwarded to the Department. If a party does not respond to a statement of consent request within 60 days, or refuses to consent to the proposed amendment; the Department will take into consideration the reasons for such action or inaction, if known.

4. Once the public notice for the proposed amendment is published, there will be a 30-day public comment period. During this time anyone may submit written comments on the proposed amendment, request an extension of the public comment period for an additional 30 days, or request that the Department hold a non-adversarial public hearing on the proposed amendment. All comments and requests regarding the proposed amendment must be submitted in writing to the Department within the specified time period.

5. If requested during the public comment period, and if the Department determines there is significant interest, a public hearing must be scheduled by the applicant. A public notice providing at least 30 days notice of the hearing must be published in the New Jersey Register and two newspapers of general circulation. The public notice must also be sent to any applicable designated planning agency and to each party that was requested to endorse the amendment. The public comment period will be extended until 15 days after the hearing. The applicant must provide for publication of the public notice in two newspapers, secure a court stenographer, and provide three copies of verbatim transcript of the hearing to the Department.

6. If any comments submitted during the public comment period, or in response to a request for a statement of consent, raise substantial new question(s), the Department may extend the public comment period for up to another 30 days, disapprove the proposed amendment and return it to the applicant, return the amendment request to the applicant for necessary changes, or modify the amendment request for proposal as a new amendment request.

7. An amendment is not valid until the Governor's designee adopts the amendment, either as proposed or with minor changes. The Department will provide written notification to the applicant of the decision of the Governor's designee. Notice of the final decision will be published in the New Jersey Register.

WQMP Revisions

1. If the Department decides to proceed with the revision, a written notice will be issued describing the revision. The Department will provide this notice and copies of the proposed revision to a list of directly affected municipalities and county agencies and other interested parties that must be provided an opportunity to review and comment on the proposed revision. The municipalities and county agencies and other interested parties that are directly affected will be offered three weeks to provide comments, including objections, on the revision proposal. All comments regarding the proposed revision must be submitted in writing to the Department within the specified time period. Additional requirements may also be supplied to correspond with specific DPA revision procedure requirements.

2. A revision is not valid until the Governor's designee adopts the revision, either as proposed or with minor changes. Such revisions shall take effect immediately, unless the adoption notice specifies otherwise. The Department will provide written notification to the applicant of the decision of the Governor's designee.

WASTEWATER MANAGEMENT PLAN (WMP)
FORMAT AND CONTENT SUMMARY

**AMENDMENT OR REVISION OF AN EXISTING APPROVED WASTEWATER
MANAGEMENT PLAN**

For specific wording changes in an approved wastewater management plan document include copies of all pages where changes are being proposed and identify proposed text deletions with [brackets] and proposed text additions with **bold face type**. If entire pages or paragraphs are to be deleted, this may simply be stated with the new text identified in **bold face type**. (Amended or revised pages must be numbered as they are in the approved WMP. Added pages should be identified as XX-A, XX-B, etc.)

Include copies of actual WMP tables (including facilities tables) to be changed or added by the proposed amendment or revision. Use the attached Facilities Tables Format when creating new tables or changing existing tables. List the page numbers and titles of these tables under item 5 on page number 1 of this document.

All amendments must include added page(s) that contain a summary of the results and strategies to address the results of the environmental assessments/analyses.

Include copies of each approved WMP map with all proposed changes to be made by the proposed amendment or revision shown on this map. Indicate which maps are proposed to be modified by the proposed amendment or revision by checking them off under item 5 on page number 2 of this document.

NEW WASTEWATER MANAGEMENT PLANS

TITLE PAGE REQUIREMENTS

The title page should include the following:

1. Wastewater Management Plan Name
2. Date of Document (only the date of the present submittal should appear)
3. Name of Wastewater Management Planning Agency Submitting Document
4. Water Quality Management Planning Area(s) Names
5. Watershed Management Area(s) Names
6. Preparer of Wastewater Management Plan (name, title, agency, address, and phone number)

TABLE OF CONTENTS REQUIREMENTS

The table of contents should identify the following:

1. Identify each section by name and page number. (Use the categories identified in this document as a guide.)
2. List by name and/or number all maps, figures and tables contained in the WMP.

SUMMARY TABLE AND DESCRIPTIVE SUMMARY

Summary Table

I. **SUMMARY TABLE**: The Summary Table should concisely cite all significant actions proposed in the WMP. Significant activities would include such items as:

- I. Any change in the WMP planning agency or the extent of the WMP planning area which becomes effective upon adoption of this WMP [see N.J.A.C. 7:15-5.11(b)].

2. Changes in the boundaries of wastewater treatment facilities sewer service areas and/or areas to be served by surface or ground water disposal facilities.
3. New or expanded wastewater treatment facilities (specifying the projected wastewater flow).
4. Abandonment of treatment facilities (specify where the wastewater flow will be conveyed).
5. A list of the environmental analyses and assessments performed to assess the environmental impact of the activities proposed in the WMP.

Descriptive Summary

The Descriptive Summary of the wastewater management plan should include a description of any projects or activities proposed by the wastewater management plan and the need for these projects/activities.

II. INTRODUCTION:

The first paragraph should read:

"The purpose of this document is to provide a comprehensive Wastewater Management Plan (WMP) for (insert name of WMP planning agency). The WMP has been submitted to the New Jersey Department of Environmental Protection (Department) for approval so that it may be incorporated into the (insert name of WQMP) Water Quality Management Plan(s) via the plan amendment procedure (N.J.A.C. 7:15)."

Provide a brief background narrative of the wastewater management facilities within the WMP planning and/or study area (NO MORE THAN THREE [3] PAGES). A discussion of the existing WMP Planning area and any changes to this area, which will occur upon WMP adoption, should be included in this section.

DISCUSSION OF EXISTING AND FUTURE WASTEWATER FACILITIES

III. DISCUSSION OF EXISTING AND FUTURE DOMESTIC AND INDUSTRIAL TREATMENT FACILITIES AND FACILITIES TABLES [see N.J.A.C. 7:15-5.16(a)3 and 5.18(c)1 for which facilities to include in the WMP].

A. A brief narrative of each sewage treatment facility within the WMP area or serving any portion of the WMP area.

B. A Facility Table should be completed for each of the facilities discussed above. Attached is an outline that should be followed to create a Facilities Table for each facility. A more detailed description of the information being requested is included with the Facilities Table outline. Most of the information needed to complete these tables will already have been compiled to complete the Amendment/Revision Pre-Application Form including the Wastewater Flow Calculation Worksheet and the Department's projected wastewater flow criteria. See the Pre-Application Form for additional guidance.

The following notes are required in the text:

1. "All existing, new, or expanded industrial pretreatment facilities requiring Significant Indirect User (SIU) permits and/or Treatment Works Approvals, and which are located within the specified sewer service area, are deemed to be consistent."

2. "Individual subsurface sewage disposal systems (ISSDS) for individual residences can only be constructed in depicted sewer service areas if legally enforceable guarantees are provided, before such construction, that use of such systems will be discontinued when the depicted sewer service becomes available. This applies to ISSDS that require certification from the Department under the Realty Improvement Sewerage and Facilities Act (N.J.S.A. 58:11-23) or individual Treatment Works Approval or New Jersey Pollutant Discharge Elimination System Permits (under N.J.A.C. 7:14A). It also applies to ISSDS which require only local approvals if the WMP acknowledges adequate arrangements for enforcement of the requirement (such as through a municipal or sewerage authority ordinance)."

3. "Development in areas mapped as wetlands, flood prone areas, designated river areas, or other environmentally sensitive areas may be subject to special regulation under Federal or State statutes or rules. Interested persons should check with the Department of Environmental Protection for the latest information. Depiction of environmental features is for general information purposes only, and shall not be construed to define the legal geographic jurisdiction of such statutes or rules."

The following notes are required in text when applicable to the particular area:

1. "Pre-existing grant conditions and requirements (from DEP grants or loans for sewerage facilities) which provide for restriction of sewer service to environmentally sensitive areas, are unaffected by adoption of this WMP and compliance is required."

2. New Jersey's coastal zone extends from the New York border south to Cape May Point and then north to Trenton. It encompasses the waters and waterfronts of the Hudson River and related water bodies south of the Raritan Bay, the Atlantic Ocean and some inland areas from Sandy Hook to Cape May, the Delaware Bay and some inland areas, and the waterfront of the Delaware and related tributaries.

The coastal zone encompasses areas in which the State has the authority to regulate land and water uses through the Coastal Area Facility Review Act (CAFRA), Waterfront Development Law and Wetlands Act of 1970.

For WMPs which include areas within New Jersey's regulated Coastal Zone as defined at N.J.A.C. 7:7E-1.2(b) the following statement must be included within the narrative and on the mapping. Compliance with this statement is mandatory (see section V on pages 9 and 10).

"Proposed developments tying into existing and proposed sewer service areas which require coastal permits must demonstrate compliance with all applicable sections of the Coastal Zone Management rules including, but not limited to, Wetlands (N.J.A.C. 7:7E-3.27), Wetlands Buffers (N.J.A.C. 7:7E-3.28), Endangered or Threatened Wildlife or Vegetation Species Habitat (N.J.A.C. 7:7E-3.38), Secondary Impacts (N.J.A.C. 7:7E-6.3), Public Facility Use Policies (N.J.A.C. 7:7E-7.6), Water Quality (N.J.A.C. 7:7E-8.4), Ground Water Use (N.J.A.C. 7:7E-8.6) and the policies under General Land Areas rules, Subchapters 5, 5A and 5B."

3. For WMPs which include areas within New Jersey's Pinelands Area, defined at N.J.S.A. 13:18A-11, the following statement must be included within the narrative and on the mapping.

"For facilities (including but not limited to sewer connections, sewer extensions and on-site treatment plants) which are located in the Pinelands Area, as defined at N.J.S.A. 13:18A-11, the approval of the Pinelands Commission pursuant to the requirements of the Pinelands Comprehensive Management Plan (CMP) is required prior to construction. All facilities and activities included within this WMP should be consistent with the requirements of the CMP."

4. For WMPs which include "nondegradation areas" as discussed within section V on page 10, the following statement must be included in the narrative.

“Nondegradation water areas shall be maintained in their natural state (set aside for posterity) and are subject to restrictions including, but not limited to, the following: 1) DEP will not approve any pollutant discharges to an FW1 stream, with the exception of upgrades to or continued operation of existing facilities serving existing development. 2) DEP will not approve any pollutant discharge to ground water nor approve any human activity which results in a degradation of natural quality except for the upgrade or continued operation of existing facilities serving existing development. For additional information please see the Surface Water Quality Standards at N.J.A.C. 7:9B, and/or the Ground Water Quality Standards at N.J.A.C. 7:9-6.”

SUMMARY OF ENVIRONMENTAL ASSESSMENTS AND ANALYSES

IV. Provide a summary of the results and strategies chosen to address the findings of the environmental analyses or assessments. The following analyses or assessments may have been deemed applicable at a Pre-Application meeting with the Department and were required through the issuance of a letter from the Department:

1. Point Source Pollutant Loading Analysis
2. Nonpoint Source Pollutant Loading Analysis
3. Consumptive Water Use Analysis
4. Ground Water Quality Analysis
5. Riparian Corridor Analysis
6. Endangered/Threatened Species Analysis
7. Alternative Land Use Analysis
8. Environmental Build-Out Analysis
9. Any Others

DISCUSSION OF JUSTIFICATION OF THE SERVICE AREA DELINEATIONS

V. Provide a brief narrative explaining how the above required environmental analyses and/or assessments were used as the basis for determining the service area delineations. Also provide summarized information regarding any applicable zoning ordinances, municipal master plans or county master plans that are impacted by the wastewater service area designations within the WMP.

The date of adoption must be specified for the utilized ordinances or master plans. For zoning, a table summarizing the principally permitted uses, conditionally permitted uses, minimum lot size, and maximum unit densities permissible in each zone must be provided. Similarly, summarized information should be provided for master plans. (Do not include the zoning or land use documents themselves in the WMP. If needed, the Department will request specific items upon review.)

N.J.A.C. 7:15-3.6 provides that the Coastal Zone Management rules are the basic policy direction for Water Quality Management planning in the coastal zone of New Jersey. Therefore, service area delineations should not conflict with the Coastal Zone Management rules, particularly the Wetland rule, N.J.A.C. 7:7E-3.27, Wetland buffer rule, N.J.A.C. 7:7E-3.28, General Land Area rules, N.J.A.C. 7:7E-5, 5A and 5B, Secondary impacts rule, N.J.A.C. 7:7E-6.3, Public facility use rule, N.J.A.C. 7:7E-7.6, Water quality rule, N.J.A.C. 7:7E-8.4 and Groundwater use rule, N.J.A.C. 7:7E-8.6.

Determining the appropriate development intensity for a site within New Jersey's coastal zone is dependent upon the site's location within the upland waterfront development area or CAFRA area. For sites located in the upland waterfront development area, development intensities are determined using three factors: growth rating, environmental sensitivity and development potential. These ratings are based upon development patterns, cultural and natural patterns.

For the CAFRA area, the site-by-site evaluation of a site's acceptable development intensity has been replaced with a comprehensive environmental design strategy. This design strategy is based in large part on planning decisions at the State, county and municipal levels, and reflects growth management principles. Further, this strategy encourages the concentration of development in areas where development already exists and where infrastructure is already in place. As a result, the development intensity of a site located in the CAFRA area is dependent upon the site's location in a coastal center; a Coastal Planning Area; in a CAFRA center; CAFRA core; or CAFRA node. **NOTE:** Item 8 of the *Water Quality Management Plan Amendment & Revision Pre-Application Form* contains information on how to determine a site's development intensity.

Under N.J.A.C. 7:15-3.7, comments shall be sought from the Pinelands Commission on proposed Water Quality Management plan amendments pertaining to the Pinelands Area defined at N.J.S.A. 13:18A-11 or the Pinelands National Reserve defined at 16 U.S.C. 4711(c), to ensure that such amendments are consistent with the intent and programs of the Pinelands Protection Act, N.J.S.A. 13:18A-1 et seq., and section 502 of the National Parks and Recreation Act of 1978, 16 U.S.C. 471i. Amendment requests, which are inconsistent with the intent of the Pinelands Comprehensive Management Plan, may be disapproved by the Department.

Areas located within the watershed of a Fresh Water One (FW1) stream, as classified in the Surface Water Quality Standards, and/or that have Class I-A ground water (Ground Water of Special Ecological Significance), as classified in the Ground Water Quality Standards, should be identified as "Nondegradation water area based on the Surface Water Quality Standards at N.J.A.C. 7:9B, and/or the Ground Water Quality Standards at N.J.A.C. 7:9-6." Where this requirement has been studied and reviewed as part of the Wastewater Management Planning process, this classification should appear on Map #3. Nondegradation water areas shall be maintained in their natural state (set aside for posterity) and are subject to restrictions including, but not limited to, the following: 1) DEP will not approve any pollutant discharges to an FW1 stream, with the exception of upgrades to or continued operation of existing facilities serving existing development. 2) DEP will not approve any pollutant discharge to ground water nor approve any human activity which results in a degradation of natural quality except for the upgrade or continued operation of existing facilities serving existing development. For additional information please see the Surface Water Quality Standards at N.J.A.C. 7:9B, and/or the Ground Water Quality Standards at N.J.A.C. 7:9-6.

MAPPING REQUIREMENTS

Guidance for preparing wastewater management plan mapping is contained in the attachment labeled "Mapping Information" in the Water Quality Management Plan Amendment & Revision Pre-Application form. All maps must use the proper scale, except Map #4, the Zoning/Master Plan mapping. No enlargement or reduction to this base should be made. Supplemental maps may be used to clarify the same information (i.e., lot line or tax maps providing a more detailed delineation of service areas), however, both maps must clearly indicate which is to take precedence in case of service area discrepancy.

All maps must be clear and easily readable.

Each map must have a complete and readily understandable legend.

Mapping should not include excessively thick lines for delineating boundaries, or excessively dark graphic shading which obscures the base map details.

Two service area maps must be submitted - one depicting the existing wastewater facilities and service areas and one depicting the future wastewater facilities and service areas (this includes existing facilities and service areas which will remain). Other features may be combined on maps as long as the mapping remains clear and is not confusing. (Example: planning area and existing wastewater facilities and service areas mapping could be combined). Much of this decision depends on the particular area. If in doubt use separate maps.

For the sake of clarity, if a WMP planning area includes numerous USGS quadrangles, an 8 1/2" x 11" "key map" showing the WMP planning area and the outlines and names of the quadrangles should also be included.

I. INTRODUCTION: Include a brief narrative introduction to the map section. If certain features are absent or not applicable to the particular area this should be stated.

II. MAP #1: PLANNING AREA

The following features (when applicable) must be identified on this map:

1. Current WMP Planning Area Boundary and/or WMP Area in Effect Upon Adoption of WMP (specify which is depicted)
2. Water Quality Management Planning Area(s) Boundaries
3. Municipal Boundaries
4. Watershed Management Area Boundary
5. Areas within the Hackensack Meadowlands District (defined in N.J.S.A. 13:17-4)
6. Pinelands Area (defined in N.J.S.A. 13:18A-11)
7. Pinelands National Reserve (defined in 16 U.S.C. Section 471i(c))
8. Coastal Area (CAFRA as defined in N.J.S.A. 13:19-4)
9. Sewerage Authority and Municipal Utilities Authority Districts
10. Franchise Areas for Sewer Utilities Regulated by the Board of Public Utilities.

III. MAP #2: EXISTING WASTEWATER FACILITIES AND SERVICE AREAS

This map must identify only the present extent of the actual sewer infrastructure. Delineated actual sewer service area should consist of only those areas where actual waste conveyance appurtenances are physically constructed and in use or for which a Treatment Works Approval permit with a wastewater flow allowance has been issued.

If the treatment facility is located within the current WMP planning area, the entire service area, within and outside of the WMP planning area, must be mapped. If the treatment facility is located outside of the current WMP planning area, only the service area portion which occurs within the WMP planning area need be mapped with the treatment facility to which the area flows clearly marked. (If the treatment plant and/or discharge outfall lies outside of the WMP planning area at a distant location it is permissible to use a quad sheet inset.)

1. The following existing sewage related facilities must be identified:
 - a. Major interceptors and trunk lines
 - b. Pumping stations
 - c. Treatment plants discharging to surface water (with NJPDES permit number specified)
 - d. Treatment plants discharging to ground water having wastewater planning flows of 2,000 gpd or greater (with NJPDES permit number specified)
 - e. Wastewater discharge outfalls
 - f. Combined sewer overflow outfalls
 - g. Sanitary sewer overflow outfalls
2. The following existing service areas should be individually identified:
 - a. Service area of all facilities, domestic or industrial, discharging to surface water. (Specify each treatment plant by name and NJPDES permit number.)

b. Service areas of facilities discharging to ground water (including spray irrigation), domestic or industrial, having wastewater planning flows of 2,000 gpd or greater. (Specify each treatment plant by name and NJPDES permit number.)

c. Areas served by subsurface sewage disposal systems with wastewater planning flows less than 2,000 gpd (Note: Individual subsurface sewage disposal systems, e.g., septic tanks, would fall into this category). This is a general service area designation and you need not individually identify each facility's service area. This category should be identified in the legend as "Service Area for Wastewater Facilities with Planning Flows of Less Than 2,000 gpd Which Discharge to Ground Water."

IV. MAP #3: FUTURE WASTEWATER FACILITIES AND SERVICE AREAS

This map must include all facilities and service areas which are **proposed to exist in the future including existing facilities that will remain and any proposed or anticipated facilities.**

Areas previously approved for sewer service beyond where the present extent of the actual sewer infrastructure exists (as shown on Map #2 above) must be shown on this map and be clearly identified for comparison with those additional areas proposed to be serviced or not serviced in the future as part of the proposed plan. Upon adoption of the wastewater management plan all identified existing and future sewer service areas of specified wastewater treatment facilities will be referred to collectively as "approved sewer service area". If a USGS quadrangle map at the 1:24,000 scale exists of municipal lots and blocks, the Department prefers that this map be used as the base map for any printed copies of Map #3.

If the treatment facility is located within the current WMP planning area, then the entire service area, within and outside of the WMP planning area, must be mapped. If the treatment facility is located outside of the current WMP planning area, only the service area portion that occurs within the WMP planning area need be mapped.

1. The following future sewage related facilities must be identified:

- a. Major interceptors and trunk lines
- b. Pumping stations
- c. Treatment plants discharging to surface water (with NJPDES permit number specified)
- d. Treatment plants discharging to ground water having wastewater planning flows of 2,000 gpd or greater (with NJPDES permit number specified)
- e. Wastewater discharge outfalls

2. The following future service areas should be individually identified. A code (in parenthesis) is provided with each Wastewater Service Area (WSA) Type that will correspond to the Departments Wastewater Service Area database. These codes should also be specified on the mapping.

- a. Service area of all facilities, domestic or industrial, discharging to surface water. (Specify each treatment plant by name and NJPDES permit number in the legend.)
WSA Type (SW)
- b. Service area of facilities discharging to ground water (including spray irrigation), domestic or industrial, with wastewater planning flows of 2,000 gpd or greater. (Specify each treatment plant by name and NJPDES permit number in the legend.)
WSA Type (GWIND)
- c. Areas served by subsurface sewage disposal systems with wastewater planning flows less than 20,000 gpd (Note: Individual or other subsurface

sewage disposal systems, e.g., septic tanks, would fall into this category as well as smaller ground water discharge facilities requiring NJPDES permits). This is a general service area designation and you need not individually identify each facility's service area. This category should be identified in the legend as "Service Area for Wastewater Facilities with Planning Flows of Less Than 20,000 gpd Which Discharge to Ground Water". Please note, this designation may only be used if all applicable environmental analyses and assessments have been completed for the designated area to assure that the proposed designation is an environmentally sound option.
WSA Type (GW<20,000)

- d. Areas served by subsurface sewage disposal systems with wastewater planning flows less than 2,000 gpd (Note: Individual subsurface sewage disposal systems, e.g., septic tanks, or Treatment Works with discharges to ground water with a daily maximum design flow of less than 2,000 gallons serving non-residential development, would fall into this category). This is a general service area designation and you need not individually identify each facility's service area. This category should be identified in the legend as "General Service Area for Wastewater Facilities with Planning Flows of Less Than 2,000 gpd Which Discharge to Ground Water".
WSA Type (SEPTIC)
- e. Areas that are classified as "Nondegradation" area based on the requirements under item V on page 10 of this document should be identified on this map as "Nondegradation Area". Where Nondegradation areas occur, the following note should be placed on this map:
"Nondegradation water areas shall be maintained in their natural state (set aside for posterity) and are subject to restrictions including, but not limited to, the following: 1) DEP will not approve any pollutant discharges to an FW1 stream, with the exception of upgrades to or continued operation of existing facilities serving existing development. 2) DEP will not approve any pollutant discharge to ground water nor approve any human activity which results in a degradation of natural quality except for the upgrade or continued operation of existing facilities serving existing development. For additional information please see the Surface Water Quality Standards at N.J.A.C. 7:9B, and/or the Ground Water Quality Standards at N.J.A.C. 7:9-6."
WSA Type (Nondeg) **Note:** Need to check w/ Standards

PLEASE NOTE: There are known cases of existing infrastructure or areas where there can be no wastewater infrastructure that do not conform to the categories of wastewater service area that appear above. Where these types of infrastructure exist, the following categories may be used as applicable or the applicant should contact the Department to determine if a new category is necessary.

- f. "Service area of a facility that discharges to both Surface and Ground Waters", regardless of the wastewater flow amount. (Specify treatment facility by name and NJPDES permit number in the legend)
WSA Type (SWGW)
- g. "Non-Discharge areas". These are areas where it has been determined that it is inappropriate for any wastewater infrastructure to occur due to environmental regulations (for example, Pinelands Preservation Areas) or studies of the area.
WSA Type (NONDISCH)
- h. "Open Space". Areas owned by federal, state, county, or municipal government agencies or preserved through programs administered by any

government agency or preserved through private investment or purchase of development rights where no sewerage generating structures are planned to occur.

WSA Type (OpenSpace)

- i. "Area served by a wastewater holding tank". Holding tanks are only used when no other wastewater treatment options work to correct an existing wastewater disposal problem. Holding tanks are not approved for new development.

WSA Type (HoldingTank)

3. Pursuant to N.J.A.C. 7:15-5.20(b)2, wherever feasible, and if not in conflict with the basis provided in item V of the narrative, the BOUNDARIES OF FUTURE SERVICE AREAS SHALL COINCIDE WITH RECOGNIZABLE GEOGRAPHIC OR POLITICAL FEATURES (i.e., roads, lot lines, zoning area boundaries, water bodies). Individual lots should not be divided into different service areas unless a zoning boundary or obvious feature (i.e. stream) is used that divides the lot. Should such features not be used, an ordinance by the appropriate governing body explaining why these features were not used and providing a clear description of the requested boundaries will be required as part of the WMP document.
4. In determining service areas, please be aware that areas zoned for two or more residential units per acre, or which are commercially or industrially zoned, generally will be required to demonstrate that adequate wastewater treatment facilities exist or can be created to address the wastewater requirements of all development allowed under that zone. Environmental analyses and assessments will be required to demonstrate this. Should there not be adequate ability to address the wastewater that a site may generate, zoning modification may need to be considered.
5. Depicted service area delineations should not be in conflict with the Rules on Coastal Zone Management as explained in the last paragraph on page 9 under item V. It is recommended that Coastal Growth Rating Designations be used and delineated on service area mapping.
6. The required text notes listed under III. Discussion of Existing and Future Domestic and Industrial Treatment Facilities and Facilities Tables on pages 8 and 9 above are also required on this map plus the following additional note:

"Locations of future pump stations, major interceptors, and trunk sewers are being provided for general information only and will not serve as the basis for any future consistency determinations or permit reviews unless the pump station, major interceptor or trunk sewer is part of a State or federally funded project."
7. The required text notes under III. Discussion of Existing and Future Domestic and Industrial Treatment Facilities and Facilities Tables on pages 9 and 10 above are also required on this map when applicable.

V. MAP #4: ZONING OR MASTER PLAN

A copy of the adopted zoning or master plan map for all areas covered by the wastewater management plan must be submitted. This map should include lot lines. This map need not initially be transferred to the USGS quad map base. If transfer is necessary the Department will request this upon review.

VI. MAP #5: ENVIRONMENTAL FEATURES

For the following environmental features N.J.A.C. 7:15-5.17(a) through (g) should be consulted. See also the attached "Contacts for Obtaining Environmental Features Information".

The exact number of maps needed to identify these features will depend on the particular area. Several features can be combined on a single map, however, all mapping must be clear and easily readable.

The following features must be delineated:

- a. Major Drainage Basin Boundaries [U.S.G.S. Hydrologic Unit Code (HUC) 14 and HUC 11 Watersheds]
- b. Freshwater and estuarine wetlands
- c. Flood prone areas
- d. Public open space and recreation areas (10 acres or greater in size)
- d. New Jersey and Federal Wild and Scenic Rivers
- e. Fresh Water One Waters, Category One Waters, trout production and trout maintenance waters
- f. All other open waters
- g. Conservation Lands – all lands preserved under conservation easements including farmlands preserved through the purchase of development rights or in fee simple absolute
- h. Landscape Project Areas 3, 4, and 5
- i. 300' buffer of C1 waters or reservoirs
- j. Natural Heritage Priority Sites

The following note must appear on the map(s):

"Development in areas mapped as wetlands, flood prone areas, designated river areas, or other environmentally sensitive areas may be subject to special regulation under Federal or State statutes or rules. Interested persons should check with the Department of Environmental Protection for the latest information. Depiction of environmental features is for general information purposes only, and shall not be construed to define the legal geographic jurisdiction of such statutes or rules."

WASTEWATER MANAGEMENT PLAN CERTIFICATION

NAME OF WASTEWATER MANAGEMENT PLAN: _____

DATE OF WASTEWATER MANAGEMENT PLAN: _____

The signature of an authorized Wastewater Management Planning Agency representative below certifies that the WMP is being submitted on behalf of the Wastewater Management Planning Agency.

WMP AGENCY NAME: _____

REPRESENTATIVE NAME: _____

TITLE: _____

SIGNATURE: _____ DATE: _____

ADDRESS: _____
Street Address Suite Number

City State Zip

PHONE: () _____ FAX: () _____

E-MAIL ADDRESS: _____

DOMESTIC OR INDUSTRIAL TREATMENT FACILITIES TABLE OUTLINE
(INSTRUCTIONS FOR COMPLETING FOLLOWING TABLE)

A separate table must be completed for each wastewater treatment facility (or wastewater management plan activity).

HEADING: Fill in the name of the Sewage Treatment Plant or Wastewater Treatment Facility (*Name of Facility*) being described within the Facility Table.

1. Indicate if the facility is existing or proposed.
2. Indicate NJPDES permit number. If the facility has been assigned a NJPDES number but the final permit is not yet issued, indicate the NJPDES number as pending. If a NJPDES number has not yet been assigned, leave blank.
3. Indicate whether discharge to ground water (dgw) or discharge to surface water (dsw) or both if applicable.
4. Fill in name of receiving water or aquifer.
5. Fill in the surface or ground water classification of the receiving water or aquifer according to the Surface Water Quality Standards (N.J.A.C. 7:9B) or Ground Water Quality Standards (N.J.A.C. 7:9-6).
6. Fill in the facility owner's name.
7. Fill in the facility operator's name.
8. If the facility has a Co-Permittee, fill in the Co-Permittee's name. Otherwise indicate as not applicable (*n/a*).
9. Fill in the physical location of the facility including municipality, county, street address and lot/block location.
10. Fill in the facility's discharge location using longitude and latitude (*i.e. degrees, minutes, seconds*) or in State Plane Coordinates.
11. Fill in the facility's present permitted flow or permit condition flow in million gallons per day. If the wastewater discharge is to ground water, provide the projected daily maximum flow. If the facility does not have a final NJPDES permit, leave the column blank.
12. Fill in the present known design capacity of the facility. If the design capacity is not known, or cannot be proven, leave the column blank or fill in as not applicable (*n/a*).

For item numbers 13 and 14, use the Wastewater Flow Calculation Worksheet and Projected Flow Criteria Tables attached to the Water Quality Management Plan Amendment and Revision Pre-Application Form.

13. Calculate the existing and projected population to be served by the facility. Indicate the current year within the first set of parentheses next to "Present" and specify what year the twenty-year projection is for within the next set of parentheses next to "20-Year Future". (*Twenty-year projections must be included although other time periods may also be included.*) If the treatment facility lies within the WMP planning area EVERY MUNICIPALITY SERVED by it must be addressed. (*For treatment facilities located outside of the WMP planning area, only the served population within the WMP planning area needs to be addressed.*) If the facility serves a population that experiences a major seasonal fluctuation (*such as shore areas*), indicate both the average population and the seasonal high population. Fill in the names of the served municipalities on the centered blank lines on the table. If the treatment facility serves only a specific function, such as a school, only the existing and projected student population of the school must be shown. If the treatment facility serves a commercial establishment, provide the total maximum building occupancy. If the treatment facility serves an industrial facility with a domestic wastewater component (sanitary waste from employees), the number of employees served should be indicated.
14. Calculate the existing and projected wastewater flow presently received or projected including major seasonal fluctuations. Indicate the current year within the first set of parentheses next to "Present" and specify what year the twenty-year projection is for

within the next set of parentheses next to “20-Year Future”. *Twenty-year projections must be included although other time periods may also be included.* If the treatment facility lies within the WMP planning area EVERY MUNICIPALITY SERVED by it must be addressed. *(For treatment facilities located outside of the WMP planning area, only the flows arising within the WMP planning area need to be addressed).* Fill in the names of the served municipalities on the centered blank lines on the table. If the facility treats wastewater from an area which experiences a major seasonal fluctuation (*such as shore areas*), indicate both the average annual wastewater flow and the seasonal high average wastewater flow.

Present flow: *Present* flows to the treatment facility should be determined using metered data. The most recent twelve-month period of data should be utilized.

Infiltration/Inflow (I/I): Existing I/I should be identified. However, additional future I/I may not be projected. (The NJPDES Treatment Works Approval regulations make numerical allowances for I/I.) The existing I/I can be carried-over and accounted for in the total future wastewater flow.

Future flow: The average domestic flow from new development, exclusive of industrial flows, for facilities proposing to utilize conventional septic systems shall be calculated utilizing the design wastewater flow criteria contained in N.J.A.C. 7:9A-7.4 (*Standards for Individual Subsurface Sewage Disposal Systems*) with the following two exceptions which should use N.J.A.C. 7:14-23.3 (*NJPDES Treatment Works Approval regulations*): office/retail space (0.1 gpd/square foot) and restaurants (including washrooms and turnover of 35 gallons/day/seat). However, an applicant may use either the N.J.A.C. 7:9A-7.4 design criteria, or N.J.A.C. 7:14A-23.3 projected flow criteria for facilities proposing to utilize advanced wastewater treatment prior to surface or subsurface disposal as appropriate. In instances where future specific residential dwelling types are unknown, the residential flow calculation shall be computed using 75 gallons per capita per day. Future industrial flows should be estimated and a rationale provided.

- _____
1. Existing or proposed facility: _____
 2. New Jersey Pollutant Discharge Elimination System Permit Number: NJ _____
 3. Discharge to ground water (dgw) or surface water (dsw): _____
 4. Receiving water or aquifer: _____
 5. Classification of receiving water or aquifer: _____
 6. Owner of facility: _____
 7. Operator of facility: _____
 8. Co-Permittee of facility (*where applicable*): _____
 9. Location of facility:
 - a. Municipality & County _____
 - b. Street address _____
 - c. Block(s) and Lot(s) _____
 10. Location of discharge (i.e. degrees, minutes, seconds):
 - a. Longitude _____ b. Latitude _____
 - or c. State Plane Coordinates _____
 11. Present permitted flow or permit condition or daily maximum: _____
 12. Present design capacity of facility: _____
 13. Summary of population served/to be served including major seasonal fluctuations:

| <u>Present ()</u> | | <u>20-Year Future ()</u> |
|---------------------------|---------------------|---------------------------|
| <u>Population Served:</u> | <u>Municipality</u> | <u>Population Served:</u> |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| Total | | |

14. Summary of wastewater flow received/to be received expressed in million gallons per day (mgd) and as an annual average flow for dsw or a daily maximum flow for dgw:

| <u>Present ()</u> | | <u>20-Year Future ()</u> |
|------------------------------|---------------------|------------------------------|
| <u>Wastewater Flow (mgd)</u> | <u>Municipality</u> | <u>Wastewater Flow (mgd)</u> |
| Residential flow _____ | _____ | _____ |
| Commercial flow _____ | _____ | _____ |
| Industrial flow _____ | _____ | _____ |
| Infiltration/Inflow _____ | _____ | _____ |
| Total _____ | _____ | _____ |
| Residential flow _____ | _____ | _____ |
| Commercial flow _____ | _____ | _____ |
| Industrial flow _____ | _____ | _____ |
| Infiltration/Inflow _____ | _____ | _____ |
| Total _____ | _____ | _____ |
| Residential flow _____ | _____ | _____ |
| Commercial flow _____ | _____ | _____ |
| Industrial flow _____ | _____ | _____ |
| Infiltration/Inflow _____ | _____ | _____ |
| Total _____ | _____ | _____ |
| Total | | |

CONTACTS FOR OBTAINING ADDITIONAL INFORMATION

Freshwater & Estuarine Wetlands

USFWS National Wetlands Inventory Maps are available from the Bureau of Maps and Publications located at 428 East State Street, Trenton, N.J. They may be contacted at (609) 777-1038. In addition, the State has more detailed wetlands mapping which was prepared by the Department's Land Use Regulation Program. The wetlands maps represent a planning guide. For regulatory purposes field verification is required, as the wetlands lines are not regulatory boundaries. For information about the wetlands maps prepared by the Land Use Regulation Program, contact Robert Cubberley at (609) 633-6755. Copies of the state wetlands maps (aka quarter quads) are also available from the Bureau of Maps and Publications Office listed above.

Flood Prone Areas

For delineations done under the Flood Hazard Area Control Act contact the County Engineer to determine if the particular area is affected.

Maps prepared by the Federal Emergency Management Agency (FEMA) are available from the FEMA Map Distribution Center in Baltimore, Maryland by calling 1 (800) 358-9616. Delivery takes 3-6 weeks and there is a charge of \$5.00 for 1-10 panels and \$0.60 for each additional panel.

In addition, freshwater wetlands and flood prone areas mapping is also available on Geographic Information System (GIS). CD-ROMs containing this information are available from the Bureau of Maps and Publications Office at the address and phone number specified above. This information can also be downloaded from the NJDEP Geographic Information Systems web site located at <http://www.state.nj.us/dep/gis>. For information about the GIS mapping contact the Bureau of Geographic Information and Analysis at (609) 984-2243.

Public Open Space & Recreation Areas

For areas of 10 or more acres administered by the NJDEP, US Department of Interior, Palisades Interstate Park Commission, the county, or municipality: contact the respective agency. The Green Acres/Recreation Program may be contacted at (609) 984-0500 for information regarding Federal, State, and County administered areas.

Wild and Scenic Rivers

Contact Celeste Tracy or Valerie Salice of the Office of Natural Lands Management at (609) 984-1173.

Conservation Easements

For conservation easement information, contact the county(ies) or municipality(ies) where the activity(ies) is taking place. For Preserved Farmland information contact the local County Agricultural Development Board.

WMPchecklist 2-05-03.doc